

THRU: Asst. Director for Collection and Dissemination
Executive
Management Officer

26 September 1949

Appendix A - to Records Management Program - TOP SECRET Control Procedures

1. Informal discussions held between interested supervisory personnel of the Library, OGD, and Staff representatives of the Management Office resulted in unanimous agreement and approval of procedures to be employed in the TOP SECRET Control Section for performing its assigned mission.

2. The approved procedural changes presently being installed should permit performance of the total job within the present table of organization allocation. This is possible through:

a. Utilizing the location record as the log and as a document receipt for transmission to Liaison Branch.

b. Utilizing the multilith mat as the dissemination order.

c. Utilizing the return copy of the reproduction requisition as a document receipt.

d. Elimination of repetitive typing through use of "multi-stamp". This effects a saving of approximately one man-day. (It was found that "multi-stamp" costing \$9.00 per set would save as much time as addressograph equipment costing \$2,300.00.)

3. In view of the installation of procedural changes, it is felt that no further survey by Management Office of the TOP SECRET Control Section, Archives Division, Library, OGD, is indicated.

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I do ~~not~~ concur

act.

Assistant Director for Collection
and Dissemination

DATE: 28 Sept '49